



**COUNTY OF YORK JOB DESCRIPTION**  
Athletic Field/Turf Maintenance Coordinator  
Grounds Maintenance & Construction  
General Services

Human Resources Division  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
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**GENERAL STATEMENT OF JOB**

Plans, participates, schedules, coordinates, inspects, and monitors crew members, private contractors engaged in horticultural functions necessary to establish and maintain the turf environment of County buildings, parks, athletic fields, and other designated areas such as the waterfront area in Yorktown Village, boat landings, library properties, etc. Work involves, on a limited basis, the supervising of positions engaged in turf and irrigation establishment and maintenance activities. Work is performed under general supervision.

**ESSENTIAL JOB FUNCTIONS**

Responsible for participating in, scheduling, overseeing, inspecting, and monitoring turf establishment and turf maintenance at County Facilities and athletic fields to ensure that assigned tasks are accomplished and meet established standards.

Responsible for the implementation of turf work to include sprigging, sodding, seeding, and planting and maintaining lawns, athletic field renovation and fertilization operations; pesticide, insecticide and fertilizer spraying operations; and providing seasonal and/or special events decorations and displays.

Performs site inspections, checking closely for work that needs to be done; observes turf looking for signs of insect damage and general plant decline; observes for vehicle and storm damage to turf work; makes note of any problems or work to be done, and submits appropriate work orders.

Prepares a variety of forms and reports to document work performed, responses to requests and inquiries, pesticide usage, inspections, and inventories of turf for specific sites.

Establishes work standards for turf activities and ensures adherence to same.

Oversees and inspects turf work performed by private contractors to ensure conformity to specifications, standards, and design; coordinates with contractors to develop schedules for projects and services; checks contractor's payment invoices, and ensures conformity to specifications, standards, and designs; resolves problems and approves any deviations from plans and specifications.

Coordinates and communicates with Parks & Recreation concerning field scheduling, turf renovation on athletic fields, dragging and lining schedules and tournament play.

Works with individuals from community organizations, other departments, and the general public to coordinate turf activities, provide information and respond to questions and /or complaints.

Puts together bid projects after deciding the scope of work needed; calculates the variety, quantity, color and type of turf, sprig, seed, or sod to order. Submits requests for equipment, supplies and materials needed to complete planned projects; plans and calculates seasonal flower and in-house turf projects.

Selects proper pesticides, fertilizers, grass seeds and soil amendments. Calculates amounts of required materials for chemical applications; and participates in their application as work demands require.

Trains staff assigned to turf projects on procedures for safe use of tools and equipment to minimize accidents and ensure efficient completion of tasks.

### **ADDITIONAL JOB FUNCTIONS**

Coordinates with the Grounds Maintenance Operations Superintendent and other supervisors for the use of equipment, personnel, etc.

Performs other related work as required.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of plant biology, plant identification, horticultural chemicals and their safe application, turf establishment and maintenance, techniques and procedures associated with planting, pruning, and fertilization of plant material.

Thorough knowledge of native plant materials and plants likely to thrive in this region.

General knowledge of supervisory principles and practices.

Effective oral and written communication skills.

Ability to interpret and execute detailed landscape plans; e.g., determination of the type, amount, and spacing of plants within a defined area to achieve a desired landscape effect.

Ability to work outdoors during adverse weather conditions; e.g., heat, cold.

Ability to oversee and coordinate the work of others.

## **EDUCATION AND EXPERIENCE**

An associate's degree in agronomy or closely related field and 2-4 years of closely related experience in turf work desired; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

## **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires certification as a State Category 3(A, B) Pesticide Applicator. Preference will be given to applicants with certification as an Arborist and a Nurseryman.

## **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including dump trucks, skid loaders, graders, backhoes, farm tractors, and bush hogs, etc. Must be able to lift 50 lb. bags of fertilizer, seed, mulch, etc. Work involves a great deal of bending, stooping, standing, and walking.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of manuals, diagrams, and maps, etc. Requires the ability to prepare reports, forms, work orders, etc., conforming to rules of punctuation, grammar, diction, and style.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using heavy motorized equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as heavy motorized equipment. Must have above average levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_